

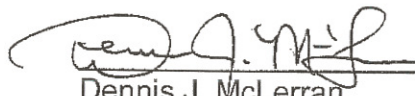
**DELEGATION OF AUTHORITY
GENERAL, ADMINISTRATIVE, AND MISCELLANEOUS**

Information Resources Management

1. **AUTHORITY.**
 - a. To approve the acquisition of information technology resources equal to or less than \$500,000.
 - b. To establish and maintain a continuing program for the management and security of records, files, data, and information systems and technology.
 - c. To certify that Electronic and Information Technology (EIT) items purchased are in compliance with the requirements of Section 508 of the Rehabilitation Act Amendments for the Agency.
2. **TO WHOM DELEGATED.**
 - a. Through the Assistant Regional Administrator to the Manager, Information Services Unit, or equivalent.
 - b. Each person to whom authority is delegated or redelegated retains the authority.
3. **LIMITATIONS.** Delegatee must ensure that:
 - a. Before being approved, IT resources acquisitions will be reviewed against the Agency's Enterprise Architecture and if non-compliant a waiver will be obtained from Office of Environmental Information prior to purchase.
 - b. IT resources acquisitions will comply with security policies and procedures, including through appropriate language in acquisition documents, and through review and preparation of security planning documents.
 - c. IT resources acquisitions will comply with IT policy and procedures (e.g., System Life Cycle Management Policy), including through appropriate language in acquisition documents.
 - d. IT resources acquisitions will be accurately reported, if applicable, through the Agency IT Investment Management process (formerly called the IT Capital Planning and Investment Control process).

- e. IT resources acquisitions will be properly coded in IFMS.
 - f. All software development efforts will be conducted by EPA's Systems Development Center (SDC) or through a mechanism with an equivalent quality management system designed to reduce the risk of failed systems.
 - g. Contractor facilities used to process EPA information will be reviewed periodically to ensure compliance with contract requirements and EPA policies.
 - h. The process used for reviewing and approving IT resources acquisitions under this redelegation will be documented, with a copy of the process sent to the Director of the Office of Technology Operations and Planning (OTOP).
4. REDELEGATED AUTHORITY. This authority may not be redelegated.
5. SUPERSESSION. This delegation supersedes R10 1-84 (11/07/2005) and any prior delegation of this same authority.
6. ADDITIONAL REFERENCES.
- a. Delegation 1-84 (12/18/2001).
 - b. Memorandum signed April 17, 2003, by Mark Day, Director OTOP.
 - c. Security policy documents are available at:
<http://intranet.epa.gov/itsecurity/polprocedures.html>
 - d. IT policy documents are available at:
<http://cfint.rtpnc.epa.gov/otop/policies/directives.cfm>
 - e. Comptroller Policy Announcement No. 01-10, New Information Technology Accounting Requirements, establishes a framework for tracking the costs of the Agency's IT investment in IFMS and is available at: <http://intranet.epa.gov/ocfo/policies/policy/pa01.htm>
 - f. The memorandum of September 20, 2001, for establishing payroll fixed account numbers (FANS) for employees engaged in IT related activities, is available at: <http://intranet.epa.gov/ocfo/finservices/faitpr1.htm>

6/2/16
Date


Dennis J. McLerran
Regional Administrator